

Academic Affairs Calendar 2025-2026

Orientation Programs			
Sub-Activity	Start	End	Responsibility
New Faculty Academic Orientation	21/08/2025	21/08/2025	Provost
University Convocation	08/09/2025	08/09/2025	Vice Chancellor
Academic Leadership Orientation	19/09/2025	19/09/2025	Provost
Faculty Promotion Workshop (1)	29/08/2025	29/08/2025	Provost
Faculty Promotion Workshop (2)	15/05/2026	15/05/2026	Provost
Colleges Nominations for Standing Committees			
Sub-Activity	Start	End	Responsibility
• Faculty and Students Representatives in the Academic Council • Faculty Representatives in the College Council • University Program and Curriculum Committee • University General Education Committee • Promotion Advisory Group (except for CMHS) • CMHS Promotion Advisory Group (CMHS only) • University Excellence Awards and Allowance Committee • Innovation Support and Evaluation Team • Research Ethics Review Board • Human Medical Research Ethics Committee • Animal Research Ethics Committee • Hazardous and Bio-Hazardous Materials/ Research Processes Ethics Committee • Social Sciences Research Ethics Committee	09/06/2025	24/06/2025	Deans
• Graduate Program and Curriculum Sub-Committee	09/06/2025	24/06/2025	Dean, College of Graduate Studies
• University Peer Evaluation of Teaching (PET) Committee	22/09/2025	29/09/2025	CETL and Deans
Faculty and Instructors Contracts Renewals			
Sub-Activity	Start	End	Responsibility
Notifications of Resignation	31/01/2026		Faculty Members/Instructors
Colleges receive lists of Faculty/Instructors whose contracts end by 31 July 2025	01/09/2025	19/09/2025	Director, Human Resources
Colleges submit their recommendations for contracts renewal	29/09/2025	17/10/2025	Chairs/Deans
Decisions on Contracts Renewals	03/11/2025	21/11/2025	Deans/Provost
Notifications sent to Faculty Members/Instructors	08/12/2025	19/12/2025	Deans

Faculty and Instructors Workload			
Sub-Activity	Start	End	Responsibility
Reporting of Workload for Fall 2025	19/09/2025		Advising Units/Deans
Review and Approval of Fall Workload	17/10/2025		Provost
Last day to receive modifications to Fall workload	07/11/2025		Deans
Reporting of Workload for Spring 2026	13/02/2026		Advising Units/Deans
Review and Approval of Spring Workload	13/03/2026		Provost
Last day to receive modifications to Spring workload	27/03/2026		Deans
Reporting of Workload for Summer 2026	25/05/2026		Advising Units/Deans
Review and Approval of Summer Workload	08/06/2026		Provost
Last day to receive modifications to Summer Workload	12/06/2026		Deans
Faculty and Instructors Performance Review (2024-2026 Cycle)			
Sub-Activity	Start	End	Responsibility
<i>Faculty to submit their 2-Year Work Plan</i>	23/08/2024	27/09/2024	<i>Faculty Members/Instructors</i>
<i>Chairs discuss, revise and approve faculty plans</i>	23/09/2024	31/10/2024	<i>Chairs</i>
<i>Faculty and instructors to submit Interim Achievements Report</i>	12/05/2025	30/05/2025	<i>Faculty Members/Instructors</i>
<i>Review of Interim Achievements</i>	02/06/2025	27/06/2025	<i>Chairs</i>
Self-Study Report on Performance	06/04/2026	20/04/2026	Faculty Members/Instructors
Department's Committee Review	21/04/2026	11/05/2026	Review Committees
Chair's Review	12/05/2026	28/05/2026	Chairs
Individual Faculty/Instructor Response to Evaluation	29/05/2026	01/06/2026	Faculty Members/Instructors
Deans' Review	02/06/2026	19/06/2026	Deans
Faculty/Instructors Grievance	20/06/2026	22/06/2026	Faculty Members/Instructors
Finalization of Performance Review	23/06/2026	26/06/2026	Deans
Faculty and Instructors Performance Review (2025-2027 Cycle)			
Sub-Activity	Start	End	Responsibility
Faculty to submit their 2-Year Work Plan	25/08/2025	28/09/2025	Faculty Members/Instructors
Chairs discuss, revise and approve faculty plans	29/09/2025	31/10/2025	Chairs
Faculty and instructors to submit Interim Achievements Report	11/05/2026	31/05/2026	Faculty Members/Instructors
Review of Interim Achievements	01/06/2026	29/06/2026	Chairs
Self-Study Report on Performance	05/04/2027	18/04/2027	Faculty Members/Instructors
Department's Committee Review	19/04/2027	16/05/2027	Review Committees
Chair's Review	17/05/2027	30/05/2027	Chairs
Individual Faculty/Instructor Response to Evaluation	31/05/2027	03/06/2027	Faculty Members/Instructors
Deans' Review	04/06/2027	21/06/2027	Deans
Faculty/Instructors Grievance	22/06/2027	25/06/2027	Faculty Members/Instructors
Finalization of Performance Review	26/06/2027	29/06/2027	Deans

Visiting Faculty			
Sub-Activity	Start	End	Responsibility
Colleges to submit visiting professors’ requests for the Spring Semester 2026	08/9/2025	24/10/2025	Deans
Provost approval and requests sent to HR for processing	10/11/2025		Provost
Colleges to submit visiting professors’ requests for the Fall Semester 2026	16/02/2026	06/03/2026	Deans
Provost approval and requests sent to HR for processing	23/03/2026		Provost
Faculty Promotion			
Sub-Activity	Start	End	Responsibility
Promotion Files to be received by Department Chairs	15/09/2025		Faculty Members
List of applicants to be sent to Provost Office	19/09/2025		Deans
Departments Review (including external reviews)	22/09/2025	09/01/2026	Chairs
Dean's Review	12/01/2026	30/01/2026	Deans
College Review (if needed)	02/02/2026	27/02/2026	Deans
University Advisory Group	02/03/2026	10/04/2026	Provost
Provost's Recommendation	13/04/2026	24/04/2026	Provost
Vice Chancellor's Decisions	27/04/2026	15/05/2026	Vice Chancellor
Appointment of Promoted Faculty Members into the New Ranks	01/09/2026		Director, Human Resources
Appointment of Academic Administrators for AY 2026-2027			
Sub-Activity	Start	End	Responsibility
Deans to submit their recommendations for Academic Administrators	04/05/2026	22/05/2026	Deans
Announcement of Administrators for the next academic year (2026-2027)	13/07/2026	07/08/2026	Vice Chancellor
Hardcopy Textbooks for AY 2026-2027			
Sub-Activity	Start	End	Responsibility
Available stock of hardcopy textbooks sent to all Colleges	13/4/2026	24/4/2026	University Book Distribution
College Committees complete relevant forms for ordering hardcopy textbooks (if any)	04/05/2026	15/05/2026	Deans

Sabbatical Leave			
Sub-Activity	Start	End	Responsibility
Submission of Spring 2026 (AY 2025-2026) applications to the Departments	26/09/2025		Faculty Members
Departments' recommendations for Spring 2026 sabbatical leaves	29/09/2025	10/10/2025	Chairs
Deans' recommendations for Spring 2026 sabbatical leaves	13/10/2025	24/10/2025	Deans
Decision regarding Spring 2026 sabbatical leaves	03/11/2025	21/11/2025	Provost/Vice Chancellor
Notice of approval to faculty regarding Spring 2025 sabbatical leaves	08/12/2025		Provost/Vice Chancellor
Submission of Fall 2026 (AY 2026-2027) applications to the Departments	27/02/2026		Faculty Members
Departments' recommendations for Fall 2026 sabbatical leaves	02/03/2026	13/03/2026	Chairs
Deans' recommendations for Fall 2026 sabbatical leaves	16/03/2026	27/03/2026	Deans
Decision regarding Fall 2026 sabbatical leaves	30/03/2026	17/04/2026	Provost/Vice Chancellor
Notice of approval to faculty regarding Fall 2026 sabbatical leaves	04/05/2026		Provost/Vice Chancellor